

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Procurement Assistant #16-15 (Full-time Temporary)
Location: Dallas, Texas
Closing Date: Open Until Filled
Salary/Range: CL-24 (\$37,545 - \$46,928)*

* Depending upon qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for a procurement assistant in the Dallas office. This is a temporary, one year and a day position. Duties involve assisting with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with preparing purchase orders and invoice payments for District and Bankruptcy Court. The incumbent reports to the Procurement Officer.

REPRESENTATIVE DUTIES:

1. Acts as disposal officer for District and Bankruptcy Court, determining appropriate method of disposal and tracking required time lines at each stage. Certify appropriate disposal scan documents and update status in the inventory database.
2. Identifies equipment/furniture/finishes eligible for replacement using JICS. Makes visual inspection to determine if replacement is warranted and makes recommendations.
3. Assists with archiving and the destruction of court records according to established retention guidelines.
4. Checks deliveries and invoices against purchase orders for type, quantity and condition. Enters and updates information on purchase orders and inventory into automated databases. Receives purchased supplies and checks deliveries against packaging slips. Issues and delivers materials and supplies to requesting offices, including jury room supplies.
5. Move, set up, and examine furniture and equipment; report maintenance and repair problems to the General Services Administration, or appropriate vendor. Tags furniture and other office materials for the purpose of tracking inventory.
6. Manage and dispose all documents, both regular and confidential, after mandated retention time.
7. Assists maintaining inventory and disposal records and prep for inventory and disposal audits.
8. Assists with accountable property inventory.

QUALIFICATIONS:

To qualify for the position of procurement assistant the candidate must have a minimum of two years of clerical or administrative experience and one year of specialized administrative experience that provides knowledge of the rules, regulations, procedures and practice of procurement procedures, and involves the routine use of automated procurement systems. The candidate should also have experience working in a team environment and possess a strong work ethic. Strong customer service, time management and organizational skills. The candidate should possess strong customer service, time management, organizational, analytical, verbal and written communication skills. Lifting boxes and moving light equipment is required. Frequent travel to locations within the Northern District of Texas is required. Solid computer skills are required, including proficiency in Adobe Acrobat and Microsoft Office. High school diploma or equivalent is required, and a Bachelor's degree is preferred.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. Employment will be contingent upon a favorable response from this investigation.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources - #16-15
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.